Labs + Tests User Guide

Select a topic below to see that page

INTRODUCTION

What Is Needed to Use Labs + Tests and What You May See

- My HealtheVet Account
- Upgraded Account

General Information

How to Find Labs + Tests

Viewing Labs + Tests

SELF-ENTERED TESTS (non-VA lab information you self-enter in My HealtheVet)

- <u>Viewing Self-Entered Tests</u> (Details page)
- Editing Self-Entered Test Information
- Adding Self-Entered Test Information
- View Test Information (Self-Entered) (Summary page)

VA LABORATORY TESTS (Information that comes from your VA health record)

VA Chemistry/Hematology

- Summary Page
- Specimen Details Page
- Detail Page

Printing Labs + Tests

Labs + Tests and Blue Button

Labs + Tests and Secure Messaging

Learn More

Frequently Asked Questions + Help + Contact My HealtheVet

Definitions

For questions about using My HealtheVet, use the **Contact MHV** link at the top of every My HealtheVet page.

Introduction to Labs + Tests

My Health eVet is dedicated to the health and well-being of Veterans. The goal is to provide tools that help develop good health habits. If you are a VA patient, you can create a complete Personal Health Record using My Health eVet. Your record can include self-entered information as well as some information from your VA health record. My Health eVet is simple, easy to use, private and secure. Tools in My Health eVet help build partnerships between VA patients and their VA health care team. When you partner with your health care team, it helps the VA deliver better care.

LABS + TESTS is a section of the My Health eVet Personal Health Record. This section can include self-entered information and lab information from your VA health record. If you are a VA patient, registered on My Health eVet and have an upgraded account*, you can view your **VA Chemistry/Hematology** lab results as they become available. You will be able to see other **VA LABS + TESTS** results as they become available.

Chemistry is when a sample of blood or body fluids is checked for the amounts of certain elements made in the body. Chemistry lab tests include hundreds of tests. Common labs include blood sugar, cholesterol, calcium, liver function, thyroid tests, and more.

Hematology is when a sample of blood is checked for factors in the blood and blood-forming tissues. Hematology lab results include blood cell counts and clotting

You may want to print out your **LABS + TESTS** information to share with others. Use the **VA Blue Button** to download, save or print your information. **Secure Messaging** can also be used to send a message to your participating VA health care team. With **Secure Messaging**, you can communicate with your health care team about your VA Appointments, your medications, Wellness Reminders, lab results, and much more.

*Note: An upgraded account happens through **In-Person Authentication (IPA)**. Sections of your VA health record will be available once you are <u>In-Person Authenticated</u>. If you have questions, contact the My Health**e**Vet Coordinator at your local VA facility.



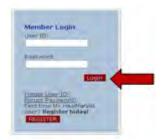
What Is Needed to Use Labs + Tests and What You May See

If you are a My HealtheVet registered user, you can self-enter your Labs + Test.

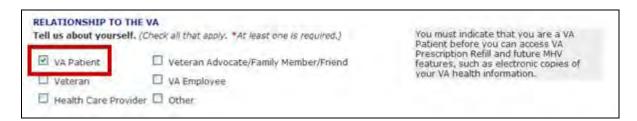
To use VA Chemistry/Hematology you must:

- be a Veteran enrolled at a VA health care facility
- 2. be a registered My Health eVet user
- 3. have an upgraded account

Be a Registered My HealtheVet User - Registration is quick and easy.



- When you register, enter your First Name, Last Name, Date of Birth, Gender and Social Security Number. If you use the VA health care system, it is important that this information match your VA electronic health record information. TIP: Use your Veterans Identification Card (VIC) information to match your VA electronic health record information
- If you use the VA health care system, make sure you select the VA Patient checkbox when you register



To check your account:

- Login to My HealtheVet
- Select the PERSONAL INFORMATION tab
- Select the **Profiles** sub-tab
- Under Relationship to the VA, if you use the VA health care system, make sure you select the "VA
 Patient" checkbox (see red box above)
 - o If "VA Patient" is not checked and you use the VA health care system, select this box
 - o This will put a checkmark in the box
- Select the Save button at the bottom of the screen

Upgraded Account

My Health eVet created a way to confirm a Veteran user's identity. The process is called In-Person Authentication. You must complete this process to have an upgraded account. My Health eVet users who are VA patients and have an upgraded account may be able to view, print and download parts of their official VA health record.

With an upgraded account you will:

- view VA Chemistry/Hematology test results
- view Wellness Reminders
- see your VA Appointments
- view VA Allergies and Adverse Reactions
- use Secure Messaging when it is available in your area
- receive copies of key parts of your VA electronic medical record as they become available

There are things you must do before In-Person Authentication can occur:

- Be registered as a "VA Patient" in your My HealtheVet account
- View the My HealtheVet Orientation Video (available online or at your local VA facility)
- Read and sign <u>VA Form, 10-5345a-MHV</u> (available online or at your <u>local VA facility</u>)

To have your identity verified:

 Present a government issued photo identification (a Veterans Identification Card (VIC) or driver's license is acceptable) to a qualified VA staff member at your VA health care facility.



NOTES:

- If you use the VA health care system and want to see parts of your official VA electronic health record, you must complete <u>In-Person Authentication</u>.
- To use the VA Chemistry/Hematology, you need a computer with a browser and Internet access. Some people have Internet access in their home. Public libraries and Internet cafés also provide Internet access.
- You can use the Secure Messaging feature in My HealtheVet to send a message to your participating health care team to ask about your lab results.
- You can get your **VA Blue Button** information in two file formats. You can download it in a format that is easy to read and print (<u>PDF file</u>) or as a simple text format <u>(.txt file</u>). You may wish to review the information in your account first to be sure it is up to date before you download it.
- Anytime you download information from the Internet it is possible to create a temporary file on the computer you are using. Please be aware of this when opening a file on a computer you do not control.
- You are responsible for protecting the personal health information you print out or download. *It is important to protect your information*. Protect this information the same way you would protect your banking or credit card information. Do not leave your printed information in a printer. Do not save your downloaded information to a public computer. When using a public computer, save your health information to a CD or a thumb drive. Remember to take the CD or thumb drive with you when you finish.
- You are the only one who sees your health information in My Health eVet. You choose with whom to share your information. If you want someone else to see your health information, you must give it to that person.

IMPORTANT: Please note that any information entered in your My HealtheVet account is for you only and is not shared with your VA facility. If you need to update the information in your official VA record, including the mailing address for your VA prescriptions, please contact the appropriate office at your local VA facility.

How to Find Labs + Tests





1. After you are Registered on My HealtheVet, you can Login to your personal account from any page in My HealtheVet. Enter your User ID and Password in the Member Login area and then select the

Login button.

2. To access Labs + Tests select the TRACK HEALTH tab at the top of the page. This will take you to the TRACK HEALTH page.

When you select the **TRACK HEALTH** tab, you will see this page

3. There are three ways on the TRACK HEALTH page to access Labs + Tests:

You can:

- Select the LABS + TESTS tab at the top of the page
- Select the Labs + Tests image in middle of the page
- Or, select the word More>> under the Labs + Test image.

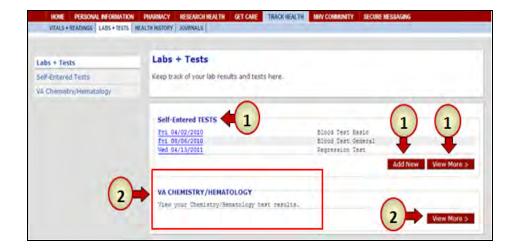


On the Labs + Tests page are test logs. These logs include your Self-Entered TESTS. If your are a VA patient who with an upgrade account you will see VA Chemistry/Hematology. Each log will give you a quick glance of information and display the five most recent entries you have.

Self-Entered TESTS are what you enter in My Health eVet. This information is not sent to your VA health record. If you have a test done by a non-VA provider you may want to share this information with your VA health care team.

VA Chemistry/Hematology information comes from your VA health record. You *cannot* change or add information to your **VA Chemistry/Hematology** log. If you have a question about a VA lab result contact your VA health care team.

Remember, to use **VA Chemistry/Hematology** you have to be a Veteran enrolled at a VA health care facility, have registered on My Health**e**Vet and have an upgraded account (completed the In-Person Authentication process).



- In the Self-Entered TESTS log:
 To view a single entry from your
 Self-Entered TESTS log, select
 the date link
 - To add a new test in your log select

 Add New
 - To view all your Self-Entered

 TESTS, select

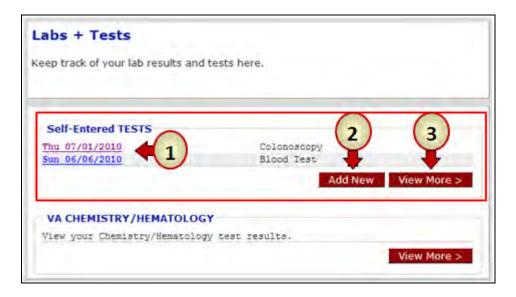
 View More >
- 2.To view your VA

 Chemistry/Hematology test
 results select View More >

Note: You can add or edit information to your self-entered TESTS but you cannot edit any test information that comes from your VA electronic health record.

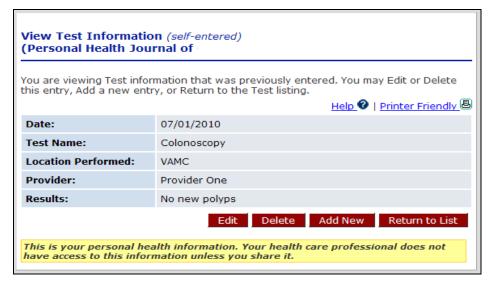


Self-Entered TESTS are what you enter in My Health*e*Vet. This information is not sent to your VA health record. If you have a test done by a non-VA provider you may want to share this information with your VA health care team.



- 1. In the Self-Entered TESTS log: To view a single entry from your Self-Entered TESTS log, select the date link
- 2. To add a new test in your log select Add New
- 3. To view a summary of all your Self-Entered TESTS, select
 View More >

View Test Information (self-entered) by selecting the Date (Details page)



From this page you have the option to **Edit** or **Delete** your self-entered information. The **Add New** button allows you to enter a new test record. Selecting the **Return to List** button returns you to the previous list of your

self-entered test information.

If you select the Date (For Example: Thu 07/01/2010) it takes you to the **View Test Information** (*self-entered*) page.

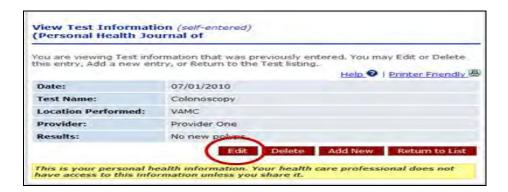
This is a **Details** page. Here you can view all of the details of your self-entered test record.

Date – shows the date the test was done

Test Name – presents the name of the test

Location Performed – shows where the test was done Provider – shows the name of the person who ordered the test Results – displays the findings

Editing Self-Entered Test Information





On the **Edit Test Information (self-entered)** page, you can edit all the information you previously entered.



If for some reason the system is not able to process your edits, the page will refresh with a message explaining what must be done to proceed.

There are two ways to edit Self-Entered Test information:

 Select the Edit button on the View Test Information (selfentered) page where you see details of your self-entered information.

Or

 Select the pencil icons under the Edit column on the View
 Test Information (selfentered) summary page.

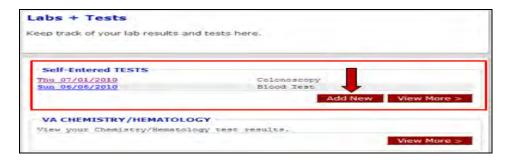
This page has sections that require information, these are identified with an asterick * .

- To record your changes, select the Save button
- Select Reset to return the page to the information you started with before any changes were made
- If you select Cancel, any changes you made will not be saved

After you select Save or Cancel you will be taken back to the **View Test Information** (*self-entered*) page.

Adding Self-Entered Test Information

The **Add Test Information** (*self-entered*) page allows you to self-enter a new listing into your personal tests record.





There are two ways to Add New Self-Entered Test information:

Select the **Add New** button on the **View Test Information (selfentered)** page where you see **details** of your self-entered information.

Or

Select Add New Button under the table on the **View Test Information (self-entered)** page where you see a summary of your self-entered information.

On the **Add Test Information** (*self-entered*) page are areas where you can enter information. The page has sections that require information, these are identified with an asterick (*)



*Each information box has a limit to the number of characters you can enter. Characters are the total number of letters/numbers/spaces you can use when entering your information. When adding test information, required information are the Test Name and Date.

Test Name (Required) –Enter a brief description of the test done (*limit 50 characters)

Date (Required) –Enter the day the test was performed. Select a date from the three drop-downs (Month, Day and Year) or select the calendar icon. The calendar icon will open a pop-up window with a selectable calendar. By selecting a date in the calendar, the three date drop-downs will be automatically set and you may continue filling out the form

Add Test Information (self-entered) page- Information that is not required but helpful includes:



Location Performed – Enter the name of the facility or location where the test was performed (*limit 50 characters)

Provider – Enter the name of the person who ordered the test (*limit 50 characters)

Results –Enter information about the results of the test (*limit 255 characters)

Comments - Enter thoughts you had about the test (*limit 255 characters)

When you finish entering your information you must select the **Save** button for your entry to be recorded.

You also have the option to **Save & Add Another**, which will save your entry and open another Add New screen.

The **Reset** button will return the fields to their original state (blank).

After you select Save or Cancel you will be taken back to the Summary screen.

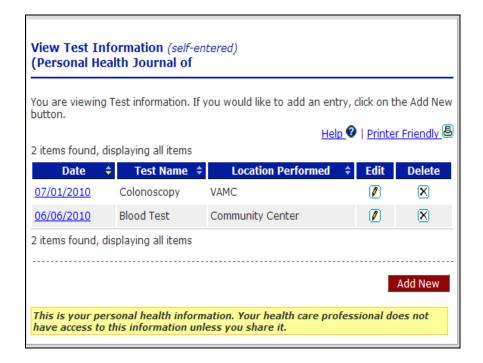
*Each information box has a limit to the number of characters you can enter. Characters are the total number of letters/numbers/spaces you can use when entering your information.

View Test Information (Self-Entered) - Summary page



On the first page of Labs + Tests, to view all your Self-Entered TESTS simply select the View More > button.

When you select the **View More** button it takes you to a **Summary page**. This page opens to a table that shows a list of all your self-entered tests.



The top and bottom of the table shows the number of items displayed. If you have more than 10 items, it puts the information on a second page. For example, if you have 12 items you will see the following:

12 items found, displaying 1 to 10 First/Prev 1, <u>2 Next/Last</u> Number of rows to display per page: 10 <u>25</u> 50 100

There are two ways to go to the second page:

- Select the number 2 or
- Select Next

You can also choose the number of rows you want to display on the page simply by selecting 10, 25, 50, or 100



The table shows the date the test was performed. You may obtain detailed information you entered regarding this item by selecting the date in this column. It shows the name of the test performed and where it was performed. In the Edit Column, you select the pencil icon to go to the Edit Test Information (self-entered) screen and edit test information that you previously entered. In the Delete Column, select the boxed x to go to the Delete Test Information screen where you can confirm or cancel your decision to delete the test entry chosen.

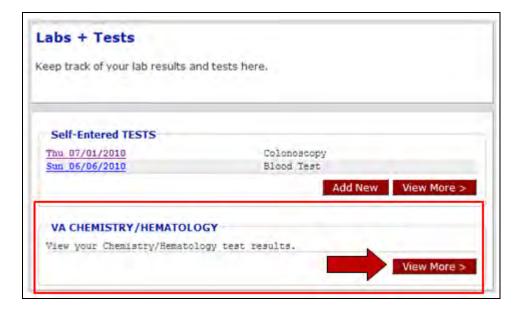
You can use the up and down arrows to sort your information. For example under **Date** you can display your most recent information first, followed by those in the past. Or you can display your past information first, followed by your more recent information.



On the **Labs + Tests** page are test logs. These logs include your **Self-Entered TESTS** located at the top and your **VA CHEMISTRY/HEMATOLOGY** below. Each log will give you a quick glance of information and display the five most recent entries you have.

VA Chemistry/Hematology information comes from your VA health record. You *cannot* change or add information to your **VA Chemistry/Hematology** log. If you have a question about a VA lab result contact your VA health care team.

Remember, to use **VA Chemistry/Hematology** you have to be a Veteran enrolled at a VA health care facility, have registered on My Health**e**Vet and have an upgraded account (completed the In-Person Authentication process).



To view your VA

Chemistry/Hematology test
results, select the
button.

VA Chemistry/Hematology Summary

When you select the **View More** button on the **Labs + Tests** page for **VA Chemistry/Hematology**, it takes you to the **VA Chemistry/Hematology Summary** page. Test results are available to view in My Health**e**Vet 7 days after the results have been reviewed by your provider and entered into your VA health record. Information that comes from your VA health record is read only and cannot be changed.



When you open **VA Chemistry/Hematology** you may see at the top of the page a yellow message box with a blue triangle.

My HealtheVet gives you a message when your VA

Chemistry/Hematology results are being updated in My HealtheVet.

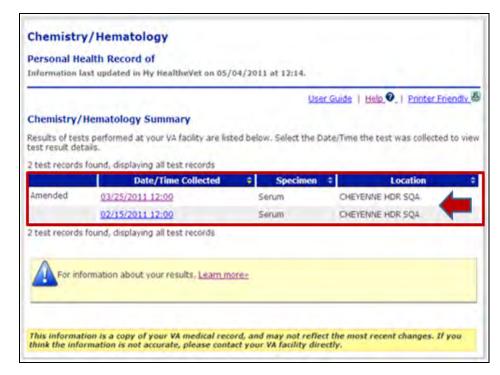
Select the **Refresh** button to view current information.



Under your name, you will see the date and time your VA
Chemistry/Hematology was last updated.

VA Chemistry/Hematology
Summary page opens to a list of
test records that comes from your
VA health record.

The VA Chemistry/Hematology Summary page opens to a table that shows a list of dates/times when you had chemistry/hematology lab tests done. This is a read-only page and cannot be changed.



To view the test(s) done, select the date/time link under the column Date/Time Collected

The top and bottom of the table shows the number of items displayed. If you have more than 10 items, it puts the information on a second page. For example, if you have 12 items you will see the following:

12 items found, displaying 1 to 10
First/Prev 1, <u>2 Next/Last</u>
Number of rows to display per page: 10 <u>25</u> 50 100

There are two ways to go to the second page:

- Select the number 2 or
 - Select Next

You can also choose the number of rows you want to display on the page simply by selecting 10, 25, 50, or 100

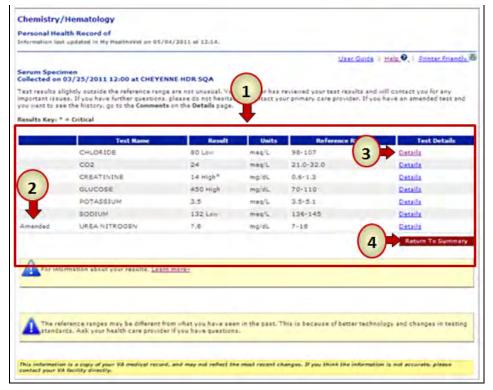


Amended: If this word appears to the left of the Date/Time Collected column, it indicates that the test result value changed after a result value was released to your provider. Amended results are available immediately. If you have a test result that was corrected, you will see the word Amended next to the test.

The table also shows the date and time your lab specimen was collected, the name of the specimen, and the facility name or location where the lab test was ordered. You can use the up and down arrows to sort your information. For example under **Date/Time Collected**, you can display your most recent information first, followed by those in the past. Or you can display your past information first, followed by your more recent information.

VA Chemistry / Hematology Specimen Details

When you select the **Date/Time** link on the **VA Chemistry/Hematology Summary**, the page opens to a **VA Specimen Details** page. The Specimen Details page is a read-only page where the details of specimen test results can be viewed.



- 1. The VA Chemistry/Hematology Specimen page provides a table that list of all the tests that were performed on the date/time you selected.
- 2. If you had a test result that was corrected, you will see the word *Amended* next to the name of the test. To find out more information about an amended test, select the **Details** link and go to the **Comments** section.
- **3.** For information about a specific test, select the **Details** link under the **Test Details** column.
- To return to the VA
 Chemistry/Hematology summary
 page select the Return to
 Summary button.



The table shows the name of the test, the findings or Results (if they are abnormal it may show: High, Low, High*, Low* where the asterisk [*] indicates the value is critically high or low). The Unit column shows how each test is measured. The Reference Range shows the acceptable range of values for the test result and under Test Details column, links to more information about the specific test.

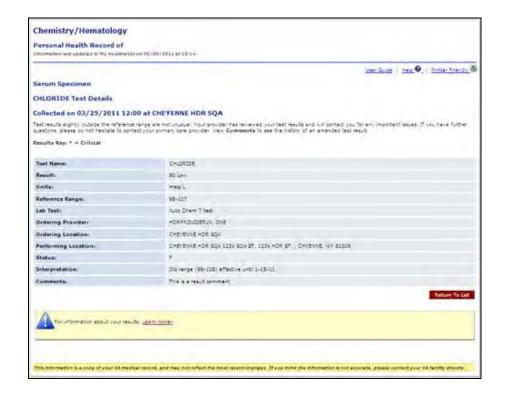
At the bottom of the page is a yellow message box with a blue triangle.



This lets you know that your reference ranges may be different from what you have seen in the past. This is because of better technology and changes in testing standards. If you have questions about your test results talk with your health care team.

VA Chemistry / Hematology Details

This page provides details about your **VA Chemistry/Hematology** test results. These test results come from your VA health record and were entered by a member of the VA health care team. This is a read-only page and cannot be changed. The **Details** page provides specific information about the test you had done.



To go back to the VA Chemistry/Hematology Summary page select the button Return To List

Test Name – the name of the test done

Results – are the findings

Units – how the test result is measured

Reference Range –gives the acceptable range of values for the test result

Lab Test – Indicates the lab test or lab panel ordered

Ordering Provider – is the person who ordered the lab test

Ordering Location – the location where the lab test was ordered Performing Location – gives the location where the lab test was done

Status – is the status of the lab test. Possible values are:

- Amended: the test result was amended after being released to the health care provider
- Final: the test result is complete
- Pending: the test result is not complete.

Interpretation – gives specific information about this type of lab test

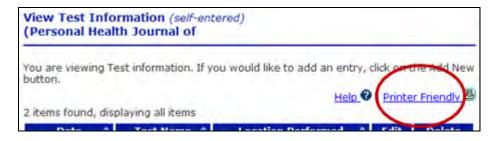
Comments – has notes from lab staff and/or amended lab test result information



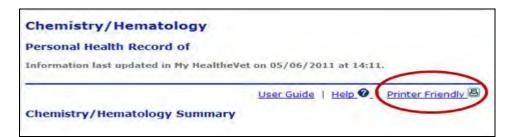
Labs + Tests results can be printed two ways:

- Using the Printer Friendly link located at the top of pages in Self-Entered TESTS and VA
 Chemistry/Hematology
- VA Blue Button

Self-Entered TESTS



VA Chemistry/Hematology



Self-Entered Tests - You can print your self-entered information from the View Test Information (self-entered) summary page or details page

and

VA Chemistry/Hematology - You can print your list from the VA Chemistry/Hematology Summary, the VA Chemistry/Hematology Specimen Details and the VA Chemistry/Hematology Details pages:

 Select the Printer Friendly link at the top right hand corner of the page

Blue Button



To print your list from the Blue Button

Select the **View/Print** button at the lower right hand corner of the page. For more information see the section on **Blue Button and Labs + Tests**



To download your data using the Blue Button Download My Data feature:

- Log into your My HealtheVet account
- Select Download My Data
- Select Download Only My Selected Data from My HealtheVet
- Select Continue
- Select **VA Laboratory Results** (comes from your VA health record)
- Select **Labs and Test** (if you want to include your self-entered tests)
- Select Submit
- Select **Download** if you want an electronic copy
- Click on View/Print if you want a printed list,
- Select Print

You can get your **VA Blue Button** information in two file formats. You can download it in a format that is easy to read and print (PDF file) or as a simple text format (.txt file). You may wish to review the information in your account first to be sure it is up to date before you download it.

Sample of a PDF file:



PDF stands for Portable Document Format. It is a file that keeps your data in the original form. Your information looks the same on the screen and in print regardless of what kind of computer you have. It is a simple and an easy way to download your files. Each PDF files has:

- A header at the top of your report
- Shows page numbers

Txt stands for text file. It is a file that presents your data in a line-by-line format. As a result, your print out or download may look different from what you see on the computer screen.

Visit the <u>Blue Button User Guide</u> for more information about using the VA Blue Button feature https://www.myhealth.va.gov/BlueButtonUserGuide.pdf (To use VA Blue Button you need to be a Registered My HealtheVet user).

Secure Messaging and Labs + Tests

You can use **Secure Messaging** to send a message to your participating health care team. Let them know if you have questions about information in your VA Chemistry/Hematology log. **Secure Messaging** allows you to communicate in a secure environment within My HealtheVet. You have the ability to send and receive messages from your health care team, as well as manage and maintain your messages within your **Secure**



To access My HealtheVet Secure Messaging, go to www.myhealth.va.gov, login to your personal account (Member Login box on right side of the screen), and select the SECURE MESSAGING tab.



Select the orange **Open Secure Messaging** button to use **Secure Messaging**.

Note: If you do not see the orange button, you will see information about what you need to do in order to use **Secure Messaging**.

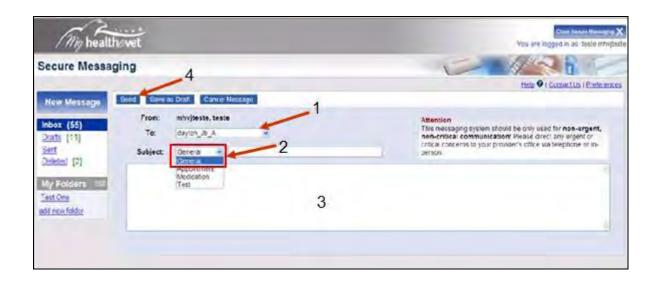


If your facility is using Secure Messaging and you are associated with a triage team, you can create a new message by clicking on the **New Message** button in your Inbox.

Messaging account.

To create a new message, fill in the appropriate information:

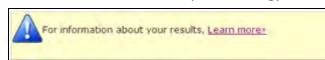
- 1. Select the health care team for whom the message is for by clicking the drop-down arrow ✓ for **To**. Note: only your participating VA health care team will appear in the list.
- 2. Select the **Subject** of your message by selecting the drop-down arrow **o** for **Subject**: select **General**
- 3. Type your message
- 4. When you have completed the message, select the Send button

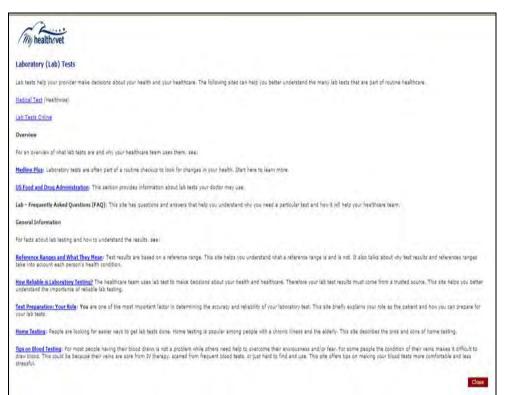


Visit the <u>Secure Messaging User Guide</u> for more information about using the Secure Messaging feature https://www.myhealth.va.gov/MHV_SM_Patient_User_Manual_20110124_FINAL.pdf (To use VA Blue Button you need to be a <u>Registered My HealtheVet user</u>).



At the bottom of the **VA Chemistry/Hematology** and **Details** page is a yellow information box. To get more information on VA Chemistry/Hematology select the link to **Learn More**.





The **Learn More** page gives you a brief summary of what **VA Chemistry/Hematology** is and where to find more information about what your results mean.

If you select **Learn More**, this is what you will see.

To leave the **Learn More** page, select the **Close** button at the bottom of the page.



At the top of every page is a white bar where you can get support.

Select FAQs to take you to Frequently Asked Questions and get answers to common questions about Labs + Tests, VA Chemistry/Hematology, Blue Button and more.

Select **Help** to find more information about the page you are viewing.

Select Contact MHV to send a message to the My HealtheVet Help Desk.





Amended

This means that the test result value changed after a result value was released to your provider. Amended results are available immediately. If you have a test result that was corrected, you will see the word Amended next to the test.

Back to Top

Data

Data is your health information in words and numbers. VA Blue Button refers to health information and numbers you entered in My HealtheVet and the copies from your official VA electronic health record as your data.

Back to Top

Compact Disc (CD)

A Compact Disc (also known as a CD) is a round disc used to store information from your computer. A CD is portable and requires special handling to prevent damage to the recording. A CD is one of the most common ways to store information.

Back to Top

File Format

A file format specifies how the information is organized in a computer file and which programs the file is used with. On My HealtheVet, you can get your information in three file formats.

Back to Top

Formats Available to View or Download My Report

You can get your information in two formats. You can download it in a format that is easy to read and print (PDF file) or as a simple text format (.txt file). You may wish to review the information in your account first to be sure it is up to date before you download it.

PDF File

PDF File stands for Portable Document Format. It keeps your data in the original form. Your information looks the same on the screen and in print regardless of what kind of computer you have. It is a simple, easy way to download your files.

Back to Top

Txt File

Txt stands for text file. It presents your data in a line-by-line format. As a result, your print out or download may look different from what you see on the computer screen.

Back to Top

Application

This is a computer program that lets you interact with your computer. It is written and designed for a specific need or purpose.

Back to Top

CD

A Compact Disc (also known as a CD) is a round shaped disc used to store information from your computer. A CD is portable and requires special handling to prevent damage to the recording. A CD is one of the most common ways to store information.

Back to Top

=Thumb drive

A thumb drive is a small electronic device used to store information from your computer. It is also known as a flash drive or pen drive. A thumb drive is lightweight, portable and easy to use for moving information. It fits into the USB slot on a computer. Then the computer can read your transferred information.

Back to Top

In-Person Authentication

In-Person Authentication is a process used to verify a My Health eVet user's identity and upgrade a basic account. Registered My Health eVet users who are VA patients and have completed the In-Person Authentication process are able to get VA Wellness Reminders, view their VA Appointments and see a list of their VA Allergies and Adverse Reactions. They can participate in Secure Messaging as it becomes available. They will access additional information from their VA Electronic Medical Record when offered.

Before In-Person Authentication can occur, several requirements must be met:

- The user must be registered as a VA patient in their My Health eVet account
- The user must view the My HealtheVet Orientation Video
- The user must download, read and sign the VA Form, 10-5345a-MHV (PDF)
- The user must present a form of government issued photo identification to a qualified VA staff member at their VA health care facility to have their identity verified

To learn more, go to My HealtheVet at My HealtheVet Website

Back to Top

Quick Links

Quick Links is located on the right side of the My HealtheVet Homepage. Quick Links provides easy access to important information in My HealtheVet. There are links that take you to information about In-Person Authentication, My HealtheVet Learning Centers, VA Mental Health Services, Rx Refill Guide, and much more.